

State of Montana  
BOARD OF REALTY REGULATION  
301 S. Park 4th Floor, PO Box 200513  
Helena, MT 59620-0513  
406-444-2961

Web address: [www.realestate.mt.gov](http://www.realestate.mt.gov)

Email address: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov)

## PROPERTY MANAGER RENEWAL APPLICATION

NAME:

ADDRESS:

LICENSE #:

**Renewal Fee: \$75.00**

The Board staff is here to assist you, however, as a licensee it is your responsibility to complete your renewal application in its entirety and return it by the specific deadlines. **Incomplete renewals will be returned and considered not received.**

### INSTRUCTIONS:

**You can renew on-line at [realestate.mt.gov](http://realestate.mt.gov)-SAVE YOUR CONFIRMATION NUMBER.**

1. On-line renewal is available by e-check or credit card. Mail in fees are payable by check or money order. **DO NOT SEND CASH.** Make your check payable to: **Board of Realty Regulation.**

2. Failure to renew prior to November 1, 2008 will result in your property manager license expiring.

3. Complete the renewal form. **Original licenses issued in this year do not need to comply with the continuing education for this renewal year only.**

4. If currently inactive, only pay the \$75.00 renewal fee. You do not have to have completed 12 hours of continuing education, but will have to provide proof of completion when reactivating your license. To place your license on inactive status write on the renewal form, "Place my license on inactive status" and complete the home address information. Remit the \$10.00 inactive fee plus the renewal fee, sign and date the renewal form and return it along with your wall license.

5. Answer the disciplinary question at the bottom of the form.

6. Address changes must have written notification included, and an additional \$45.00 is required.

7. If you fail to renew by the October 31<sup>st</sup> deadline, you may late renew by completing the same procedure and paying the additional late fee of \$75.00 until December 14, 2008. **The late fee is non-refundable and non-waivable.**

8. Encourage your office to send all application in before October 31<sup>st</sup> to ensure adequate processing time.

### PLEASE FILL OUT PERSONALLY-TYPE OR PRINT

Business Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Trust Account # \_\_\_\_\_ Name of Bank: \_\_\_\_\_

### **\*\*NOTICE\*\*YOU MUST ANSWER THE FOLLOWING QUESTION:**

**YES\_\_\_ I HAVE COMPLETED THE 12 HOURS OF CONTINUING EDUCATION**

**NO\_\_\_ I HAVE NOT COMPLETED THE 12 HOURS OF CONTINUING EDUCATION**

**YES\_\_\_ NO\_\_\_ Have any legal or disciplinary actions been instituted against you since you last renewed your license? If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec. 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation.**

MILITARY EXEMPTION: Section 37-1-138 MCA, provides for the suspension of collection of license fees, the suspension of continuing education requirements, and the suspension of certain disciplinary actions for persons in military service who affirmatively request that their license be placed in inactive status. Therefore, upon receipt of verification of active military service and submission of this completed form, the Board will place such a person's license on inactive status.

I certify that I have read this application and the above information is true and correct, and I have complied with all license requirements.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\*\*\*DEADLINE-OCTOBER 31, 2008\*\*\*